

# MONROE COUNTY, FLORIDA

## JOB DESCRIPTION

**Position Title:** SPECIALIST WORKERS COMPENSATION  
**Position Grade:** 07  
**FLSA Status:** NON-EXEMPT

**Date:** January 31, 2003  
**Job Code:** 7-9

### GENERAL DESCRIPTION

(The information of the description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.)

Assist with all matters relating to Worker's Compensation and serve as back-up to the Worker's Compensation Administrator.

### KEY RESPONSIBILITIES

1. \*Process bills for payment of legal, drug tests and contractual services.
2. \*Process all notice of injuries and pass to physicians.
3. \*Process purchase orders, invoices and travel vouchers.
4. Monitors budget control, including all transfers as needed.
5. \*Serve as back-up to the Workers' Compensation Administrator.
6. \*Process weekly payment registers and quarterly billing for all participants under the workers compensation program.
7. Communicate daily with medical adjusters, providers, and supervisors regarding injured employees.
8. Research and prepare special projects as deemed necessary.
9. \*File and maintain Workers' Compensation files and section supplies.
10. \*Distribute Incoming and outgoing mail.
11. Performs data entry and types correspondence.
12. Responsible for records disposition within the Workers' Compensation Section.
13. Assist with phone calls and walk-ins.
14. Assist with miscellaneous reports, budget process and drugfree workplace.

**\*Indicates an essential job function**

**Position Title:** WORKERS' COMPENSATION SPECIALIST  
**Job Code:** 7-9

**Position Grade:** 07

## KEY JOB REQUIREMENTS

**Education:** High School diploma or GED required.

**Experience:** 2 – 3 years work experience.

**Impact of Actions:** Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.

**Complexity:** Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.

**Decision Making:** Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.

### Communication

**with Others:** Requires regular internal and external contacts to carry out programs and to explain specialized matter. Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.

### Managerial

**Skills:** Involves no responsibility or authority for the direction of others.

**Working Conditions/** Normal office situation.

**Physical Effort:** Typically sitting at a desk or table; Intermittently sitting, standing, stooping; Light lifting or carrying 25lbs or less.

## APPROVALS

*Department Head:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Division Director:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*County Administrator:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*On this date, I have received a copy of my job description relating to my employment with Monroe County:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_